

## **Questions and Answers for RFQ-TX-06-00047**

1. Have all coaching clients taken an EPA 360 inventory or should the contractor provide it?

**Several of our staff have had 360s but there are many that have not had an assessment.**

2. How many clients would be assigned to each selected coach?

**There is a potential that as many as 40-50 of our managers, supervisors and team leaders would participate in the coaching program.**

3. We are based in Austin. Is there a provision for a travel expenses?

**No travel expenses will be authorized.**

4. Do we budget per hour of coaching?

**All individualized sessions will be billed on an hourly basis and with adjustment to the hourly rate if the session is less than 60 minutes. Group coaching sessions will be billed at a flat fee. The group coaching sessions shall not exceed 8 hours with a class size limited to 25 participants.**

5. I have associates (who work with me) who are highly qualified coaches. Should they be included in the proposal?

**Your proposal should include all personnel that would be involved in the coaching of EPA's staff.**

6. How many Leaders, managers and supervisors do you anticipate will be taking advantage of this program?

**There is a potential that as many as 40-50 of our managers, supervisors and team leaders would participate in the coaching program**

7. How should the quote be bid: Should it reflect the billing structure for working with one individual or for several?

**All individualized sessions will be billed on an hourly basis and with adjustment to the hourly rate if the session is less than 60 minutes. Group coaching sessions will be billed at a flat fee. The group coaching sessions shall not exceed 8 hours with a class size limited to 25 participants.**

8. Should the cost of assessments, potential travel, be factored in? If so, how many meetings do you anticipate between coach and coachee, over what time period? Are there any other questions I should be asking?

**Several of our staff have had 360s but there are many that have not had an assessment. Cost for assessment should not be factor for vendor providing service under this contract.**

**Each manager may have up to 3 sessions a piece with each session lasting a maximum of 60 minutes and a minimum of 30 minutes.**

**EPA assumes that all vendors are familiar with the bidding process and therefore it is the responsibility of the vendor to ask the right questions so that they can complete their bid documents.**

9. Do you have any guidelines or a template that you can send me that will help me in write a response to your RFQ? Is there a website I can go to that has that information.

**EPA does not provide any guidelines or template for responding to this RFQ. All of the guidelines and format are discussed in the Scope of Work. Please write your response based on the Scope of Work.**

**The website is mention on the Federal Business Opportunities website.**

**<http://www.epa.gov/region6/rfq>**

10. With regard to subject RFP can you tell me how many people will be coached in a one year period or should we quote a price per individual?

**There is a potential that as many as 40-50 of our managers, supervisors and team leaders would participate in the coaching program.**

**All individualized sessions will be billed on an hourly basis and with adjustment to the hourly rate if the session is less than 60 minutes. Group coaching sessions will be billed at a flat fee. The group coaching sessions shall not exceed 8 hours with a class size limited to 25 participants.**